

Tax Compliance Confirmation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Tax Compliance Status for International Employees

This letter serves to confirm that you, [Employee's Name], hold the position of [Employee's Position] with [Company's Name], and as part of your international employment agreement, we are required to ensure compliance with applicable tax regulations.

We have conducted a review of your tax documentation and confirm that you are in compliance with [specify country/region] tax laws for the tax year [Insert Year]. Your tax residency status has been verified, and all necessary forms, including [list any required forms, e.g., W-8BEN], have been duly completed and submitted.

Should you need any additional information or assistance regarding your tax obligations, please do not hesitate to reach out to our Human Resources or Payroll department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

[Contact Information]